

EXECUTIVE DIRECTOR – KING CONSERVATION DISTRICT

The position of Executive Director is an exempt, non-union, executive position. As the principal executive officer of the King Conservation District, this position will act on behalf of, and report to, the Board of Supervisors. The position provides all administrative support and development to the Board including communications and interface with local jurisdictions, state agencies and elected officials. The position oversees an annual budget of approximately six million dollars the majority (\$3.4 million) of which is dispersed through a district - wide grant program.

The Executive Director shall supervise and direct the day to day operations of the District and shall carry out the policy and programs of the District as established by the Board. The Executive Director is responsible for maintaining a strong, cooperative and supportive relationship with the District's federal partner, the NRCS, as well as acting as liaison between the District, other conservation districts, agency partners, area businesses and landowners.

Job Responsibilities:

- A. Manage, coordinate, formulate and monitor internal operating policies and activities that achieve efficient and fair delivery of District programs and projects in accord with Board directives and respective District contracts, inter-local agreements and memoranda of understanding.
- B. Lead strategic planning efforts for the District.
- C. Facilitate communications between Board and staff as appropriate.
- D. Maintain a continuous, sound program of public relations on behalf of the District. Meet periodically with County Council members, legislators, city and other public officials and private partners to discuss District activities, goals and objective and thus best assure cooperation and avoid duplication of effort.
- E. Coordinate the overall District messaging and communication strategy.
- F. Oversee the activities of the sixteen full time District staff, contractors and District volunteers as needed to carry out the responsibilities of the District.
- G. Coordinate with the Board to seek and maintain adequate funding to carry out the programs established by the Board of Supervisors.
- H. Direct development of annual budgets, grant writing and reporting, interpret accounting systems and manage checks and balances.
- I. Attend meetings within and outside of the District as directed by the Board of Supervisors. Act as agent for the Board as needed at such meetings.
- J. Maintain communication and cooperation between the District and its federal and state partners including: the Farm Service Agency (FSA), the Natural Resources Conservation Service (NRCS), the Washington Conservation Commission and the Washington Association of Conservation Districts.
- K. Administer the Board of Supervisor annual election.
- L. Assist in other special projects and duties as assigned by the Board.

The position requires at least seven (7) years professional experience with a focus on environmental conservation, resource management with either a mission-based private or non-profit entity. The candidate will have a minimum of three (3) or more years of senior management/supervisory experience as well as three (3) or more years of leadership level government relations and board management experience.

A BS/BA degree in public administration, resource management or a related field is required; a graduate degree is preferred. Excellent communication and interpersonal skills, which incorporate a collaborative style, are essential towards advocating and promoting sustainable conservation interests. A keen awareness of organizational, community and political dynamics will also be necessary in this role. Equally important will be a sensitivity and empathy to all stakeholders, both large and small, who have a vested interest in the goals of the District. Solid administration and

management skills are necessary to ensure smooth operational continuity within this small, committed organization. A high level of integrity, honesty, and professionalism are critical core values required in this role.

The ideal candidate will have a strong working knowledge of conservation districts, conservation practices and regional environmental issues, preferably within the Puget Sound area. A keen understanding of budgets, finance, grants procurement, and program administration are an absolute requirement. A previous track record of successfully working with a board of directors and other elected and/or appointed officials is required.

Funding for this position is subject to the availability of County, State, and local government assessments and grant funds, or through separate inter-local agreements and contracts.

If you are interested in applying for this position, please submit your resume to boxw@anothersource.com